

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 5
2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE 8/22/2001	4. REQUISITION/PURCHASE REQ. NO. APISHQXX-0097-1	5. PROJECT NO. (If applicable)	
6. ISSUED BY USDA, APHIS, MRP MINNEAPOLIS 100 North Sixth Street Butler Square 5th Floor Minneapolis, MN 55403	CODE 126395	7. ADMINISTERED BY (If other than Item 6) USDA, APHIS, MBS, CONTRACTING Butler Square 5th Floor 100 North Sixth Street Minneapolis, MN 55403	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)			9A. AMENDMENT OF SOLICITATION NO. 72-M-APHIS-01	
X			9B. DATED (SEE ITEM 11) 7/02/2001	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE			FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to provide some revisions to the performance work statement (PWS) as required by the government after internal review and to provide for a new proposal due date. Any proposals received in response to the original solicitation remain in house and have not been opened. Offerors may return the amendment and either revise their proposal as submitted based on this revised PWS or choose to have their original proposal remain in effect. The revised PWS is attached. The new due date is 2:30 pm local time on September 7, 2001.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

PERFORMANCE WORK STATEMENT

BACKGROUND

It has been recommended to APHIS/International Services (IS) by the Department of Agriculture's Office of General Counsel (OGC), to review, analyze, and make indicated changes to their current Foreign Service Personnel system in order to more fully comply with its Civil Rights responsibilities.

APHIS/International Services has program and administrative responsibility for APHIS operations outside the United States. This is done through collaborating with other governments and international groups to manage or eradicate several other exotic pests and diseases that pose a threat to U.S. agriculture (for example, Screwworm eradication in Central America; Mediterranean fruit fly, foot and mouth disease, and tropical bont tick); and interacting with animal and plant health authorities in many countries where trade issues arise related the WTO/SPS Agreement. International Services partners with two other APHIS programs -- Plant Protection and Quarantine and Veterinary Services -- to achieve the interlocking goal of safeguarding U.S. Plant and animal resources against the introduction of foreign pests and diseases, and facilitating agricultural trade and international travel.

To support achievement of this interlocking goal, International Services manages a Foreign Service (FS) of about 80 American specialists, as well as over 240 Foreign Nationals working in over 25 different countries. These employees are committed to serving substantial portions of their careers outside the United States. The APHIS Foreign Service operates under authorities vested in the Secretary of Agriculture under the Foreign Service Act of 1980 and in Executive Order 12363. While there are certain uniform features of the Act and the Executive Order that apply to all federal Foreign Affairs agencies, a number of specific features of the APHIS program have been determined by past needs or policy decisions particular to this agency. In addition, APHIS works cooperatively with over 2,700 other host country personnel to help carry out its international operations.

In carrying out its responsibilities, International Services faces a number of management challenges. Personnel with the specialized experience and technical skills needed to help APHIS achieve its goals are often difficult to recruit and retain. Evaluating and helping employees improve their job performance is made more difficult in an international setting where differences in culture, language, and perspective are overriding concerns. It is often very difficult to uniformly implement administrative policies consistently, fairly, and efficiently in an international setting, especially when many APHIS employees work in less developed countries where living and working conditions can often be extremely challenging. In addition, communicating technical, administrative, and policy information to employees around the globe is a special problem that sometimes leads to loss of effectiveness and efficiency.

GENERAL REQUIREMENTS

APHIS/IS is seeking support for the following analysis to address the challenges described above:

Analysis of legal and regulatory issues connected to the administration of the APHIS/IS Foreign Service's workforce planning, position management, recruitment, hiring, selection, and Foreign Service performance management systems which would include:

1. Analyze and benchmark duties and responsibilities of APHIS/IS overseas posts with other Federal Foreign Affairs Agencies (EXAMPLE: Department of State; US Agency for International Development; Department of Commerce/ Foreign Commercial Service; Department of Transportation; and USDA, Foreign Agricultural Service (FAS))
2. Analyze and benchmark current APHIS/IS recruitment practices with other Federal Foreign Affairs Agencies listed above and selected private industry companies with employees working overseas.
3. Analyze and benchmark the current APHIS/IS external hiring system using the Roster against other Federal Foreign Affairs agencies and selected private industry companies who have employees working overseas.
4. Analyze and benchmark APHIS/IS selection criteria and processes used to hire new employees into the Foreign Service against other Federal Foreign Affairs agencies listed above and selected private companies.
5. Analyze and benchmark APHIS/IS Foreign Service Selection Board procedures against other Federal Foreign Affairs Agencies listed above.

Deliverables will be in a Word Perfect compatible electronic version as well as hard copy.

The Contractor will provide a draft report of the analysis and benchmarking by October 29, 2001. This report shall include a discussion of the current system and the analysis of other entities as described above. All data and experiential data collected during the review shall be synthesized, evaluated, and assessed for overall Civil Rights compliance.

The Contractor will provide a final written report to the Deputy Administrator for International Services with the final analysis and benchmarking findings and recommendations and a proposed modified Foreign Service performance evaluation system that reduces paperwork, improves the performance management system to ensure that employees are fairly rated, and involves employees and managers in an enhanced employee development relationship. This report shall be delivered and debriefed no later than November 19, 2001.

PROPOSAL PREPARATION

The offeror shall explain how the work is to be accomplished, who would be carrying out the work, in what time frame, and an estimate of the hours and cost to complete the effort.

To ensure delivery of a credible product, the offeror must demonstrate in the proposal: (1) expert analytical ability in conducting comprehensive comparisons and analysis of other Governmental and private industry Human Resources systems in order to comply with Civil Rights regulations ; (2) a minimum of 3 years of expert working knowledge in Foreign Service

personnel under U.S. Department of State regulatory and legal procedures in the areas of Human Resources: position management, employment, and performance management; (3) a minimum of 3 years of expert working knowledge of Civil Service personnel under the U. S. Office of Personnel Management regulations and procedures in the areas of position management, recruitment, employment, and performance management; (4) a working knowledge of Human Resource practices in the private sector where companies have employees working overseas; (5) a working knowledge of Civil Rights regulatory rules and responsibilities in order to conduct comprehensive comparisons of other Human Resources systems in Civil Service, Foreign Service and selected private industries. Experience in the U.S. Department of State Foreign Service or with another Federal agency working in the international arena is highly desirable and will facilitate the contractor's ability to highlight areas of Federal regulations that have direct bearing on effective Human Resource administration for Foreign Affairs Agencies; and (6) a sound recommendation and proposed course of action.

LOCATION OF SERVICES

The contractor may conduct work on this contract at the Contractor's offices, at APHIS offices in Washington, D. C., and Riverdale, MD, in selected foreign locations and other locations as mutually agreed upon to carry out this effort and produce the quality products desired. Although the contractor may conduct work at these various government sites, this does not imply that the government is responsible for providing office space or equipment for the contractor.

CONTRACTOR CONTACTS

The Contractor shall provide a representative to oversee this effort to ensure that the deliverables required are provided according to schedule. In addition, the Contractor shall provide a contact in charge of invoicing for services received by APHIS.

PERFORMANCE STANDARDS

The deliverables provided by the Contractor shall comply with the following Criteria.

Recommendations are sound and based on stated facts.

Recommendations must be acceptable to outside critics.

Recommendations must positively address the areas where OGC has indicated IS is lacking.

Recommendations shall be such that they can be both technically and legally Implemented.

Recommendations must satisfy the requirement that the IS system is free of both actual and perceived discriminatory practices.

Recommendations must be in full compliance with EEO rules, regulations, law and policies.

All documents shall be legible, contain no smearing nor misalignments; interim documents shall be delivered by the due dates as established between Contractor and COTR with final delivery by November 19, 2001 and shall be free of typographical and grammatical errors.

To assure a quality effort and resulting product, the government will evaluate the performance standards above by determining if there are major or substantial deficiencies in the draft documents as judged by the COTR. An incentive will be negotiated with the successful offeror prior to award to be paid to the contractor after acceptance of the final delivery if the draft documents did not contain major or substantial deficiencies and deliveries were made on time.

INVOICING

The Contractor shall submit invoices to the COTR.

EVALUATION CRITERIA

Bidders whose proposals document the minimum of 3 years experience in Foreign Service Personnel under Dept. of State and Civil Service personnel under Office of Personnel will be evaluated against the following technical criteria as well as past performance and price to determine the successful offeror. Technical merit and past performance are more important than price and award will be made based on "best value" for the government.

1. Analytical ability as demonstrated by previous work
 2. Knowledge of Human Resource practices
 3. Knowledge of Civil Rights rules and responsibilities
 4. Experience in the Dept of State Foreign Service or other Federal Agency International offices.
 5. Proposed technical approach
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